CHAPTER 10

SMALL ARMS SERIALIZATION PROGRAM PROCEDURES

A. GENERAL. The Small Arms Serialization Program (SASP) is a DLA-wide system for the control of and accounting for small arms, by serial number, from initial receipt to final disposition.

NOTE: Due to the Moratorium on Small Arms, the DRMO is directed not to accept turn-ins of M-1 Carbines, M-1 Garand rifles, M-14 rifles, .22 caliber rifles, or M-1911 pistols. *Refer to DRMS-I 4160.14, Volume VII, Chapter 3, for detailed guidance.*

  1. SASP Accounting

   a. Register all small arms that are under the control of a DLA activity by individual serial number in the DoD and DLA Central Registries. The DLA Central Registry is maintained by DRMS-C. Assign small arms with missing, obliterated, mutilated or illegible serial numbers a serial number for registry purposes. Registration will not be done for any small arms that have been properly DEMILLED before receipt or for those weapons in Military Assistance Program (MAP) accounts.

   b. Maintain serial number visibility for small arms for the entire time the weapons are on the accountable records of a DLA activity, in transit from a DLA activity, or in the custody of an individual DLA military member or civilian employee.

   c. Do not report internal actions that do not affect item identification, such as changes in condition code or storage location within an activity, to the DLA Central Registry. Report re-identification actions that affect a stock number and/or serial number.

   d. Accuracy in the recording of serial numbers for small arms is essential. Install quality control checks in each phase of the recording process. To avoid recording obsolete NSNs into the automated system, input transactions to SASP first.

   e. Report intra-agency shipments of small arms to the DLA Central Registry.

   f. Input responses to queries for identification of the last accountable activity(ies) in DLA for small arms within 72 hours, as prescribed by the DoD Central Registry.

   g. Interrogation of small arms assets in the DLA Central Registry is available by each of the following methods: turn-in-document number, requisition number, serial number, DoDAAC, NSN, transaction history file and box number.

  2. Computer Processing

NOTE: DoD activities may turn in weapons with obsolete NSNs. Input transactions to SASP before input to the automated system. If the transaction rejects with SASP Reject Code 1A, contact DRMS-C at *932-5872* for assistance.

   a. SASP and the DRMS property accounting system are not fully integrated. Currently, you need to update the SASP coinciding with the property accounting system on a weekly cycle. To ensure accurate updated records, timely input of transactions and re-input of rejects are required. SASP data transmitted by AUTODIN must be received in the computer room, DRMS, Battle Creek, Michigan, by 2000 hours EST on Thursday to be included in the next cycle. SASP data transmitted via the automated system must be input by 1630 EST on Thursday to allow DRMS to transfer the data to be included in the next cycle. The monthly cycle will cut off as near the last day of the month as possible. (See attachment 1, chapter 8, this instruction, for the cyclic schedule).

b. Transmit data by the most efficient means available for posting to the DLA Central Registry. SASP can be input through the automated system. AUTODIN is also available. The following transmission codes are applicable to the Automated Digital Network (AUTODIN) submissions:

Transmitting Code - **RUQADLB**

Routing Identifier Code (RIC) - **S9D**

Content Indicator Code - **DHCM**

Transactions may also be mailed to DLA Central Registry, Defense Reutilization and Marketing Service, ATTN: DRMS-C (SASP), Federal Center, Battle Creek, MI, 49017-3092.

c. DRMS-DE/DW, *DRMSI* and the Defense Reutilization and Marketing Offices (DRMOs) have been assigned a routing identifier code (RIC) and a Department of Defense Activity Address Code (DoDAAC). Within SASP, maintain each DRMO's inventory record separately. Input SASP via the automated system access to DRMS.

d.   Upon input of a shipment transaction from a generating activity to DRMS, the system automatically produces a receipt transaction that is transmitted to the DRMO (see paragraph A7d). The DRMO is required to enter the Julian date the weapon was placed on the DRMO's accountable records and retransmit the receipt transaction to DRMS within the next cycle.

e. SASP provides accountable record output listings for the DRMO, DRMS-DE/DW, *DRMSI* and DRMS to maintain an updated master file.

 3. Codes

a. SASP accounting is based on input transactions containing coded data that affect the master record. The codes represent items of information in a concise form. Prepare inputs carefully to ensure that errors are not made.

b. If errors are made, the system rejects certain types of erroneous information and prepares a reject/advice listing for the reject(s).

 4. Definitions

a. DLA Central Registry. An automated repository of small arms serial number data down to the lowest accountable DLA field activity, maintained by the Defense Reutilization and Marketing Service (DRMS) at Battle Creek, MI.

b. DoD Central Registry. An automated repository of small arms serial number data down to Military Service and DLA level, maintained by the U.S. Army Materiel Command at *Redstone Arsenal, AL*. Serial number records are compiled and updated from data furnished by the DLA Central Registry and other DoD Component Registries.

c. Small Arms. The term "small arms" includes all complete weapons and receiver housing assemblies in the following categories: hand guns; shoulder-fired weapons; light automatic weapons up to and including .50 caliber machine guns; recoilless rifles up to and including 106 mm; mortars up to and including 81 mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individual operated weapons that are portable and/or can be fired without special mounts or firing devices and that have potential use in civil disturbances and are vulnerable to theft. Registration is not required for parts such as barrels, bolts, etc. Military Assistance Program (MAP) weapons are not

included under the SASP. See attachment 3 of this chapter for a partial list of NSNs that meet the Small Arms Serialization Program criteria.

5. Responsibilities and Procedures. DRMS serves as the DLA program manager. The DLA Central Registry operates according to the DLAR 7510.3, Control of Small Arms by Serial Number. DRMS processes actions to update the DoD Central Registry. DRMS provides DLA representation to the Joint Small Arms Coordinating Committee to participate in the resolution of systems problems. DRMS-DE/DW and *DRMSI* ensure that DRMOs comply with the provisions of this instruction. The *Defense Logistics Information Service (DLIS), formerly Defense Logistics Services Center* (DLSC) provides the required automatic data processing systems support to maintain the DLA Central Registry.

6. Records Maintenance

a. General. DLA activities having small arms on their accountable records maintain a small arms control file containing an individual record (or listing) for each small arm that is, or has been, under their accountability. For maintenance of this file see *chapter 9, paragraph B, this instruction.*

b. Small Arms Control File

(1) Active File. Maintain all documents pertaining to weapons that are appearing on an activity's Small Arms Inventory in the current files area. This applies to those weapons that are appearing both "on hand" and as a "shipment loss." In the case of an outgoing shipment, hold records in the current files area until receipt has been verified by the gaining DODAC and the weapon serial number no longer appears on the DRMS Small Arms Inventory Listing.

(2) Inactive File. Upon disposition of small arms, prepare a new transaction reflecting disposition action and file in inactive file in serial number sequence. The transaction will remain in the inactive file until the transaction no longer appears on the Small Arms Inventory Listing after which it should be disposed of according to *chapter 9, this instruction.*

c. Other

(1) DRMS processes all transactions into the DLA Central Registry on a cyclic basis. Multiple transactions affecting one serial number can only be input to SASP at a rate of one transaction per cycle.

(2) The DLA Central Registry maintains the following files:

(a) Master Inventory File (MIF) which includes all pertinent data taken from the transactions that reflect each small arm in either active, intransit or inactive status.

(b) A Transaction History File (THF) to provide an audit trail for all transactions relating to the DLA Central Registry.

(c) The Active Master Inventory File (AMIF), plus disposition data in the Inactive Master Inventory File that resulted from transfers outside DoD control or DEMIL action, constitute the DLA portion of the DoD Central Registry. This data is reduced to magnetic tapes and forwarded to the DoD Central Registry on a monthly basis.

(3) The DLA Central Registry and the DRMS property accounting system operate as two separate systems which do not interface. Consequently, input into one of the systems does not provide input into the other. All applicable entries must be made into each system separately, i.e.,

SASP via DAISY and DAISY for the accountable record. Ensure that the quantities of small arms in

each separate accounting system are reconciled at all times.

   d.   Record Reconciliation. Complete an annual DLA small arms reconciliation for all participants. The DLA Central Registry provides each DRMO with three copies of the Small Arms Reconciliation Listing which contains all serial numbers on the current small arms inventory. Each activity matches the listing against its active/inactive file, annotate the listing to reflect current status of all its files. Remove records on the small arms inactive file that no longer appear on the listing and dispose of them *see chapter 9, this instruction.*

   7.   Systems Outputs. Cyclic output in the form of printed listings is furnished and used as described below:

   a.   Small Arms Inventory Listing

   (1)   Use current cyclic listing of serial numbered small arms data contained in the DLA Central Registry as an aid to maintaining the activity's small arms control file. (See attachment 7, this chapter.) Maintain in the current files according to guidance in *chapter 9, this instruction.*

   (2)   Each activity monitors its inventory listing to ensure any incoming shipments are challenged back to the generating activity if turn in is not completed within **7** days after the initial appearance on the inventory listing.

   (3)   When serial numbers appear on a DRMO's inventory listing as an outgoing shipment for more than 14 days, question the gaining activity regarding receipt. If another 7 days goes by and the losing activity (DRMO) has still not received receipt acknowledgement, they should again contact the gaining activity.

   (4)   All V, F and N transactions, when input to a cycle, appear on the SASP inventory for that cycle. These transactions drop from the inventory in the following cycle.

   b.   Small Arms Weekly Transaction Register. Listing of all transactions processed against the system files used for interface between the DLA Central Registry and DRMO small arms control files (see attachment 6, this chapter).

   c.   Small Arms Weekly Reject List (see attachment 4, this chapter). Listing of rejected transactions with a two-position numeric/alpha reject code. (See attachment 2. Also see attachment 1 for listing of transaction codes and definitions.) DRMO small arms control units correct rejects and re-input with appropriate transaction codes to reconcile all records. All small arms rejects appear as Document Identifier Code (DIC) *DSM* and remain on the reject suspense listing until they are corrected (see attachment 5,this chapter.)

   d.   Pre-positioned Receipt (PPR). The DLA Central Registry generates a PPR from the shipment transaction when a Service/Agency activity ships small arms to a DLA activity. DRMS forwards PPRs to the DRMO when the shipment transaction is processed. The DRMO uses the PPR to confirm the small arms receipt by insertion of the transaction (receipt) date.

   e.   Overage Shipment List. A monthly listing of shipments from DLA activities for which receipt notification has not been received. Includes shipments completed over previous 30 days.

   8.   Classification.   According to general classification guidelines furnished by the DoD program manager, the reporting of small arms data is considered classified only during the record reconciliation phase between the DoD and Military Service/Agency registries. Therefore, all small arms transaction reporting and record reconciliation within DLA and between DLA and DoD central agencies will be unclassified.

B. SERIAL NUMBER TRANSACTION REPORTING

 1. General

   a. Process individual small arms serial number transactions and report to DRMS according to the following procedures. Transaction are reported to the DLA Central Registry in the format applicable to the particular transaction code involved. See attachment 1 for transaction codes. DRMS conducts follow-up actions on overage shipments from DRMS activities and responds to inquiries from other DoD Component Registries concerning overage shipments to DRMS activities.

   b. Report small arms with missing, obliterated, mutilated or illegible serial numbers by letter to Defense Reutilization and Marketing Service, ATTN: DRMS-C (SASP), Federal Center, Battle Creek, MI 49017-3092, or call (DSN) *932-5872*. Explain the illegibility or nonexistence of the serial number and furnish a complete description of each small arm (make, model, size, manufacturer, etc.). DRMS requests assignment of a serial number from the DoD Central Registry and provides registry instructions to the activity. Use of "1005-00-LSN or LOT" instead of a stock number is not acceptable. Upon furnishing DRMS-C with a complete description of the small arm (make, model, size, manufacturer, method of firing, etc.) a stock number is furnished.

   c. The method of entering data for SASP in the automated system requires the use of 3 different menus. See attachment 8, this chapter, for the 5 screens for these 3 menus. To access the menus after you have signed on to the system at your DRMO, select "Telnet to DRMS" by pressing the letter **S**. Enter your user code and password for SASP. Select SPECIAL APPLICATIONS Menu from the Electronic Office Menu, then select Corporate DAISY. You then get the "DRMO ON DRMS" Menu. Select "SMALL ARMS DATA ENTRY".

   d. The next screen provides the three menu options for entering data into SASP:

   (1) DSA - Multi Field Correction

   (2) DSC/DSM - Multi Format Transaction

   (3) General Purpose Small Arms Transaction

 2. Transactions (See attachment 1 for a list/definition of transactions codes.) Verify the serial number of the small arm before each transaction.

   a. DSA - Multi Field Correction. This transaction is used to correct errors in the serial number, NSN, or DoDAAC. Remove incorrect transactions from the active file. Prepare three new transactions to reflect the corrected data. Make the data entries as follows:

   (1) Enter the current NSN, DoDAAC, and serial number. As you enter data, a message line at the bottom of the screen gives you information regarding each field. Since this screen allows you to correct previous data, you must complete at least 1 of the 3 new entries. After you have entered the correct data, go to the Transaction Date/Reject Code Field and enter the current 5 position Julian date.

   (2) After the correct entries have been made, press F9 to finalize the entry. A message appears in the upper right corner of the screen advising you that the transaction has been added. The screen does not automatically clear. Always press F7 to clear the screen if you have another transaction to input.

NOTE: Do not try to correct data by keying over the information appearing on the screen and pressing F9 to update. You must clear the screen with F7. To exit the screen, press F1.

   (3) Additional corrections can be made after the screen is cleared. To exit the screen, press F1.

When the transactions are completed, forward one copy of the transaction to the DLA Central Registry, file one copy in the active file with the original incorrect transaction, and attach one copy to the corresponding small arm or shipping container.

   b.   DSC/DSM - Multi Format Transaction.   This selection from the SASP Menu provides three additional menus for data entry: Suspected Loss; Serial Number Recovery; and Box Number Addition/Change.

   (1) Suspected Loss. Use this transaction only when a weapon is **missing and under investigation.** Remove the incorrect transaction from the active file. Prepare three new transactions to reflect the corrected data. This screen format displays DSC/DSM Q - Suspected Loss. Complete the following fields:

      (a) DOCUMENT IDENTIFIER CODE Field: Enter DSC only if the data entry is in response to a reject, otherwise enter DSM.

      (b) STOCK NUMBER Field: Enter the NSN. *If you do not have a valid NSN, call (DSN) 932-5872.*

      (c) DOCUMENT NUMBER Field: Enter the DTID Number.

      (d) OWNING ACTIVITY DODAAC Field: Enter the DoDAAC of the owning activity.

      (e) SERIAL NUMBER Field: Enter the serial number. *This field will be automatically zero-filled and right-justified by the system to account for the 11 spaces.*

      (f) DATE OF SUSPECTED LOSS (YYDDD) Field: Enter the date of the suspected loss. Press F9 to update the record. Press F7 to clear the screen. When the transaction is completed, forward one copy of the transaction to the DLA Central Registry, file one copy in the active file with the original incorrect transaction, and attach one copy to the corresponding small arm or shipping container. Remove and destroy the incorrect transaction(s) attached to the small arm.

   (2) Serial Number Recovery. Use this transaction when a weapon has been recovered and is in your active inventory. Remove the incorrect transaction from the active file. Prepare three new transactions to reflect the corrected data. This screen format will display DSC/DSM Transaction Code U - SERIAL NUMBER RECOVERY. Complete the following fields:

      (a) DOCUMENT IDENTIFIER CODE Field: Enter DSC only if the data entry is in response to a reject, otherwise enter DSM.

      (b) STOCK NUMBER Field: Enter the NSN.

      (c) DOCUMENT NUMBER Field: Enter the DTID Number.

      (d) OWNING ACTIVITY DODAAC Field: Enter the DoDAAC of the DRMO.

      (e) SERIAL NUMBER Field: Enter the serial number of the weapon. *This field wil be automatically zero-filled and right-justified by the system to account for the 11 spaces.*

      (f) RECOVERY DATE: Enter the date of the recovery. After the entries are completed, press F9 to update the record. Press F7 to clear the screen. When the transaction is complete, forward one copy of the transaction to the DLA Central Registry, file one copy in the active file with the original incorrect transaction, and attach one copy to the corresponding small arm or shipping container.

   (3) Box Number Addition/Change. This screen format displays DSC/DSM Transaction Code 7 -

BOX NUMBER ADDITION/CHANGE. Complete the following fields.

(a) DOCUMENT IDENTIFIER CODE Field: Enter DSC only if the data entry is in response to a reject, otherwise enter DSM.

(b) STOCK NUMBER Field: Enter the NSN.

(c) DOCUMENT NUMBER Field: Enter the DTID Number.

(d) OWNING ACTIVITY DODAAC Field: Enter the DoDAAC of the DRMO.

(e) SERIAL NUMBER Field: Enter the serial number of the weapon. *This field will be automatically zero-filled and right-justified by the system to account for the 11 spaces.*

(f) BOX NUMBER Field: Enter the box number of the item.

(g) TRANSACTION DATE Field: Enter the transaction date. After the entries are completed, press F9 to update the record. Press F7 to clear the screen. When the transaction is completed, forward one copy of the transaction to the DLA Central Registry, file one copy in the active file with the previous transaction and attach one copy to the small arm or the shipping container.

c. General Purpose Small Arms Transactions. This selection from the SASP Menu provides data entry for the following types of transactions: *B* - Initial Registration of Small Arms; *F* -Foreign Military Sales (FMS) Grant Aid Shipments; *L* - Inventory Adjustment - Loss; *N* - Shipment to Other Agencies or Activities; *R* - Receipt; *S* - Shipment; and *V* - Demilitarization. Verify the serial number of each small arm before inputting transactions. A message line at the bottom of the screen gives you information regarding each field. The screen format for these transactions contains the following fields:

(1) DOCUMENT IDENTIFIER CODE Field: Enter DSC only if the data entry is in response to a reject, otherwise enter DSM.

(2) DODAAC (TO/FROM) Field: For shipments enter the DoDAAC of the receiving activity. For receipts, enter the DoDAAC of the *losing activity.* For property that the DRMO DEMILs, no entry is required in this field.

NOTE: For B transactions, leave this field blank.

(3) ROUTING IDENTIFIER CODE Field: Enter S9D.

(4) DODAAC (OWNER) Field: For shipments enter the DoDAAC of the losing activity (normally the DRMO). For receipts, enter the DoDAAC of the receiving activity. For property that the DRMO DEMILs, enter the DRMO DoDAAC.

NOTE: For B transactions, enter the DRMO DoDAAC in this field.

(5) TRANSACTION CODE Field: Enter one of the following codes: B, F, L, N, R, S, or V. For specific transactions, certain actions are required.

(a) B Transactions - Initial Registration/Receipt of Unregistered Small Arms.

NOTE: A weapon, with a DD Form 1348-1, received from the generator on which no S transaction code has been input to SASP, is not considered an unregistered small arm. Input with an *R* transaction code rather than a *B* transaction code. Circumstances that would result in a *B*

transaction code should be forwarded by the DRMO to DRMS-DE/DW or DRMR-E before input to SASP. (Weapons are initially registered with the generator's service registry.) Normally, *B* type transactions are limited to the receipt of confiscated, non-appropriated fund or lost, abandoned or unclaimed, privately owned small arms that have not been previously registered by the DoD generating activity.

(b) *F Transaction - Foreign Military Sales (FMS) Grant Aid Shipments. Use for issues of small arms directed under Grant Aid or FMS agreements. Procedures same as Transaction Code S except that there will be no acknowledgement of receipt.*

(c) L Transaction - Inventory Losses. **Inventory adjustments reflecting gains or losses are reported after all necessary investigative requirements have been initiated.** The reporting of inventory gains or losses to the DLA Central Registry does not relieve responsibility for conducting required investigations and processing reports for property losses and inventory adjustment reports. Report all losses (see DLAR 5705.1, Reporting of Security and Criminal Violations).

(d) N Transaction - Shipment to Other Agencies or Activities. This transaction involves shipments to civilian agencies, other federal agencies, classified military activities and any other activity excluded from DoD small arms serial number control. Also use this transaction to record sale of small arms to law enforcement agencies.

(e) R Transaction - Receipt of Registered Small Arms. Verify the serial number of the small arm received with the number on the shipment transactions. For shipments received in boxes, on each shipment transaction reflect the applicable box number containing the small arm. Occasionally, weapons are received without the required transaction. It is then the responsibility of the DRMO to prepare the required transactions, assuring that the data is identical as reflected on SASP records.

(f) *S Transaction - Shipment. Reports shipment from one DoD reporting activity to another.*

(g) V Transaction - DEMIL. Report immediately upon completion of a certificate of demilitarization.

(6) SERIAL NUMBER Field: Enter the serial number of the item after it has been verified. *This field will be automatically zero-filled and right-justified by the system.*

(7) STOCK NUMBER Field: Enter the NSN.

(8) SPECIAL USE Field: No entry required, but can be used for box number.

(9) REJECT CODE Field: Enter the Reject Code if applicable.

(10) TRANSACTION DATE Field: Enter the date of the transaction.

(11) REJECT DATE Field: Enter the date of the reject if applicable.

(12) DOCUMENT NUMBER Field: Enter the DTID number on all transactions except shipment transactions. Enter the Requisition Number on all shipment transactions. After the data entries are complete, press F9 to add the record. If using the same screen for multiple transactions, always press F7 after the F9 key. The screen does not clear for the next transaction. Press F1 to exit the screen. For each transaction that is processed, one copy is automatically sent to the DLA Central Registry via the automated system.